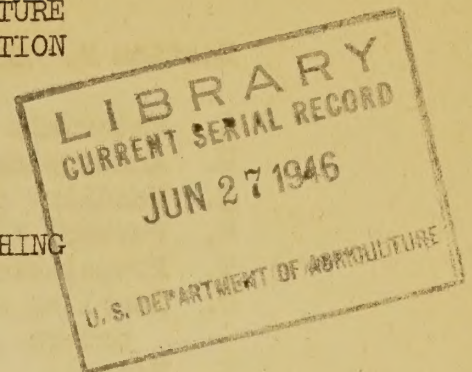


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UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION
Field Service Branch
WESTERN REGION

PROCEDURE TO BE FOLLOWED IN THE
COUNTY AND STATE OFFICES IN FURNISHING
CONSERVATION MATERIALS



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PART I

GENERAL

This part contains the general Regional policies and limitations governing the issuance of conservation materials for use in carrying out approved soil-building practices under the agricultural conservation program. Any State Committee, or any county committee with the approval of the State Committee, may establish more restricted limits if it desires. Distribution of the conservation materials named herein has been approved; however, it will be necessary to receive prior approval of the Director, Field Service Branch, Production and Marketing Administration, for each additional material to be furnished as conservation materials.

Section A. MATERIALS TO BE FURNISHED AS CONSERVATION MATERIALS

1. Period. Orders for conservation materials may be accepted from producers any time after the applicable instructions have been issued, but not later than the announced closing date for taking orders or the expiration of the program year of the current agricultural conservation program.
2. Kind. Superphosphate, liming material, borax, special concentrates undried, gypsum and seed of specified varieties and any other material approved for use under the current program.
3. Amount. The amount of conservation materials which may be furnished for the performance of a practice on a farm shall not exceed the amount approved for the practice by the county committee, and in no event shall the cost of the material to the Government exceed the farm allowance.
4. Assignment. Where it is determined that the only practice to be carried out on the farm will be with the use of conservation materials, the payment shall not be assigned. Where one or more approved practices are to be carried out, in addition to the practice to be carried out with conservation materials furnished by the Government, that part of the payment to be earned by carrying out the additional practices may be assigned.
5. Eligibility. Materials may be furnished to any person who is eligible to participate in the current agricultural conservation program, except a person:
 - a. Whose name appears on the Register of Indebtedness for a debt other than to the Farm Security Administration.
 - b. Whose request for material is not approved by the county committee for the reason that the material is not needed or will not be used to carry out approved practices, or for the reason that the producer is carrying out practices which tend to defeat the purpose of the program.

- c. Who has not received prior approval of the county committee for the practices for which conservation materials are furnished in lieu of payment.
6. Methods of furnishing materials. Materials may be furnished for use under the current agricultural conservation program under the following methods:
 - a. The Purchase Order Plan.
 - b. U. S. D. A. contracts:
 - (1) Definite quantity, e.g. superphosphate.
 - (2) Source of supply, e.g. lime, borax.

Section B. USE OF CONSERVATION MATERIALS

1. Purposes for which materials may be used. Conservation materials may be used only for carrying out approved conservation practices as determined by each State Committee and incorporated in the State handbook.
2. Conditions under which materials are furnished. It is the responsibility of each county committee to make sure that any person applying for conservation materials understands that such materials are furnished for use under the following conditions, as well as the conditions contained on the order or request for conservation materials:
 - a. That he will use any conservation materials furnished to carry out approved conservation practices in connection with the current agricultural conservation program.
 - b. That, where the credit rate (payment) is not equal to or greater than the cost of the material, he will pay the difference to the vendor for material furnished under the Purchase Order Plan.
 - c. That, where the credit rate (payment) is not equal to or greater than the announced deduction rate for material furnished under contract, he will pay the difference to the county agricultural conservation association before or at the time of delivery of the material.
 - d. That a deduction will be made for the material furnished from any payment due him in an amount determined by the Field Service Branch and indicated on the order or request for conservation materials.
 - e. That the title to conservation material, furnished in whole or in part by the Government, shall remain with the Government until the material furnished has been properly used or all charges for the material are satisfied.

- f. That an additional deduction equal to the original deduction will be made from his payment for material which is used in a manner not in substantial accord with the purposes for which such material was furnished.
- g. That in the event a deduction under "f" above is applicable and the total deductions indicated in "d" and "f" above exceed the payment due him on farms in the county, he will pay to the Federal Government the amount by which the deductions exceed the sum of the payments subject to deduction.
- h. For material furnished under contract and shipped by common carrier on Government bills of lading:
 - (1) That he will pay before or at time of delivery any charges authorized by the county committee for the handling or local storage of conservation materials.
 - (2) That he will pay direct to the delivering common carrier demurrage in proportion to and to the extent of time that his delay in accepting or calling for his material in the shipment not removed from the common carrier within the "free time" allowed bears to the total demurrage charged.
 - (3) That he will be expected to provide all reasonable possible assistance in unloading his material when delivery is made at car door.

Section C. APPLICABILITY OF PROCEDURE

- 1. This procedure is applicable to all States of the Western Region except that special instructions will be issued to Kansas with respect to lime furnished as contract conservation materials.

PART II

PURCHASE ORDER PLAN

Section A. COUNTY OFFICE INSTRUCTIONS

- 1. Explanation of the Purchase Order Plan. The Purchase Order Plan is an arrangement under which conservation materials are furnished to farmers through local sources. After the "Fair Price" is established, the county committee issues a purchase order on Form ACP-128 (Revised Dec. 22, 1944) to the farmer for the material. Where the purchase order represents only a part of the cost of the material, the remainder must be paid by the farmer to the vendor. The farmer takes the order to any local dealer, distributor, retailer, or other vendor who will

furnish the material at or below the "Fair Price." After the material is delivered, the local vendor will periodically return the purchase orders to the county office for preparation and submission of S. F. 1034 for the amount of the purchase orders. Farmers who have materials for sale may be classified as dealers in their sales to other farmers. The price to be paid cannot exceed the "Fair Price" - a price determined as fair to both farmers and dealers.

2. Determination of fair prices. (See attached "Fair Price Regulations - Revision No. 3. Regulations governing the fixing of fair prices for conservation materials and services acquired under purchase orders.")
 - a. Under the provisions of the Purchase Order Plan a fair price for each material to be furnished will be recommended by the county committee for approval of the State Committee on the basis of quotations from local suppliers. Any person (except as provided in (1) below) who will furnish to farmers such material which meets the required specifications at the fair price or a lower price is eligible to fill purchase orders regardless of whether or not he originally quoted prices in excess of those established as "Fair." However, no purchase order may be issued to a farmer or approved for a vendor at a price in excess of the vendor's "ceiling price."
 - (1) No person paid in full or in part from ACP funds and no firm with which any such person is identified or in which he has a controlling financial interest may supply or agree to supply materials to the FSB on purchase orders unless permission is granted in particular cases by the Director of the Field Service Branch, Production and Marketing Administration.
 - b. The county committee shall contact all prospective vendors of the material desired to determine the lowest price at which a sufficient quantity of the material may be obtained to fill the anticipated requests in the area and will maintain a record of the data obtained.
 - c. The county committee shall recommend to the State Committee as the fair price the lowest price at which a sufficient quantity of material for which a fair price is being established can be obtained to fill the estimated needs.
 - d. Fair Price Regulations require the exercise of good judgment by the county committee in setting prices which bear a fair and reasonable relationship to the cost to the FSB of distributing materials purchased under contract and which will at the same time permit dealer participation. In this connection Sections (b)(1) and (c)(1) of the Fair Price Regulations, Revision 3, bring into consideration the prevailing retail prices, whether

at or below ceilings, and Sections (b)(2) and (c)(2) bring into consideration the delivered cost to the FSB of purchases made under contracts. These factors should be kept in mind:

- (1) Costs of contract purchases would be made up of the whole-sale cost of the material, freight charges, and local distribution expense which generally is not more than \$1.50 per ton.
 - (2) Dealers are entitled to the full amount arrived at under (1) plus a margin for overhead and profit that is reasonable in the light of the additional volume of business provided by purchase orders.
- e. The total amount which the Government and the farmer will pay shall not exceed the fair price.
- f. County committees may desire to set fair prices on less than a county basis because of factors influencing prices to vendors; however, the number of fair prices should be kept to a minimum.

3. Use of Form ACP-146.

- a. "Fair Price Recommendations," (Form ACP-146) will be used by county committees in making recommendations to the State Committee. This form shall be prepared in quadruplicate, the last copy being retained in the county office, the original and first two copies forwarded to the State Office. After approval by the State Committee, one copy will be returned to the county office. (Disregard the distribution shown on the bottom of each copy).
- b. Entries on Form ACP-146 should be as follows:
- (1) County and State - Enter in the appropriate space the name of the county and State.
 - (2) Material - Enter the name of the material, such as super-phosphate, limestone, borax, gypsum, etc., preceded by "bulk" or "bagged".
 - (3) Type of delivery - Enter type of delivery. This may be f.o.b. railsiding, or plant or warehouse delivery. A separate ACP-146 should be prepared for each type of delivery.
 - (4) Estimated quantity - Enter estimated total needs of the county for the type of material for which a fair price is being recommended.

- (5) Minimum specifications - Enter detailed specifications of the material. See Subsection 11a, (1), (2), (3) and (4) for items to be included in specifications.
 - (6) Price quotations - On the same line enter in the applicable spaces the vendor's name and address, the quantity offered by him, the unit price, delivered as specified above, and the unit, such as ton, cwt. or lb. If the actual point of delivery is other than the vendor's principal place of business, or delivery is to be made at more than one point, enter the dealer's name on succeeding lines as many times as is necessary to show the actual point of delivery and amount to be delivered at each point by him.
 - (7) Recommendations as to fair price - Enter in the space provided the price per unit, the unit and the name of the county.
 - (8) For county committee and date - The signature of a member of the county committee must be affixed and the date he signed entered on the lines provided therefor.
4. Materials furnished under Purchase Order Plan. As soon as fair prices have been approved by the State Committee for any material to be furnished under the Purchase Order Plan in the county, the farmers should be notified that such material is available. Immediately thereafter orders may be taken for placement with vendors who will fill them. Orders should not be issued for more material than will be available within the validity period of the order.
5. Preparation of farmer's order.
- a. Form used. Form ACP-128 (Revised December 22, 1944), "Purchase Order for Conservation Materials or Services," will be used in authorizing and approving purchase of materials from local vendors under the Purchase Order Plan. A separate ACP-128 should be prepared for each material authorized, and for each vendor if it is known that the material is to be obtained from more than one vendor. The form will be prepared in triplicate by a community committee-man or other representative of the county committee.
- (Section I and Part 1 of Section II of Form ACP-128 Revised shall be filled in at the time of issuance; Part 2 of Section II and the certifications in Section III should be completed after the order is submitted by the vendor for payment.)
- b. Preparation of Form ACP-128 (Revised December 22, 1944)
- (1) In the heading, enter in the spaces provided in the upper right-hand corner the name of the farmer for whom the order is issued, the State and county, the ACP farm number and the program year in which the material is to be used.

- (2) In Section I, enter the name and business address of local vendor (as they will appear on his voucher) from whom the farmer desires to obtain the material. (This entry may be left blank if vendor has not been selected at time of issuance.)
- (3) In Section I, enter in the space after "THIS AUTHORITY EXPIRES" the date the authority expires. This date should not be later than the expiration date of the applicable program year and may be earlier. In order to get material delivered uniformly over the program year, it may be advisable for county committees to limit the period of authority. This can be accomplished by entering the applicable date in this blank space.
- (4) Enter directly below the line provided for the signature of the representative of the county committee, the initials of the person preparing the purchase order, and the date of approval.
- (5) In Section II, Part 1. NOTE: Only one material may be included on each purchase order. However, alternative specifications for a material may be inserted in column (b), in which case columns (c) and (e) must be filled in for each specification. For example, if a fair price has been established for 18% and 20% superphosphate and the analysis of the material that the vendor will be able to furnish is not known, the entry in column (b) would be 20% superphosphate "or" and on the next line immediately below, 18% superphosphate. If alternative specifications are entered in column (b), entries must be made in columns (c) and (e) for each specification.
- (6) In column (a) enter the kind of material, for example, "bagged" or "bulk," followed by the name of the material requested, i.e., lime, superphosphate, borax, etc.
- (7) In column (b) enter the minimum specifications for the material requested. (If more space is needed, make notation "See reverse side hereof" and use the space provided on the back.)
- (8) In column (c) enter the amount and unit authorized, for example. 10 cwt., 2 tons, etc.
- (9) Do not make an entry in column (d). The vendor will enter in this column the actual quantity and unit furnished shown in column (d).
- (10) In column (e) enter the approved fair price per unit for the material. The sum of columns (f) and (g) shall not exceed the fair price in column (e) times the quantity furnished shown in column (d).

- (11) In column (g) enter the portion of the cost that the Government will pay for the quantity of material furnished.
- (12) In column (f) enter the maximum amount which the farmer is permitted to pay to the vendor for the quantity delivered. (This will be the difference between the amount of payment by the Government and the total cost of the material).

After all of the above information has been entered, the order will be transmitted to the county office.

6. Audit and approval of order.

a. Audit ACP-128 (Revised December 22, 1944).

- (1) Form ACP-128 will be audited in the county office to determine that all entries are correct and that the farmer is eligible to receive the amount of material requested.
- (2) If the entry "THIS AUTHORITY EXPIRES _____" (closing date for taking orders or expiration date of current program) does not appear in the blank space in the heading of the form, it must be entered before releasing the order to the farmer or vendor.

b. County committee approval.

Enter on the line directly below the words "County Agricultural Conservation Committee," in Section I, the signature of the county committee member or an authorized representative of the county committee auditing the form.

c. Post to conservation materials record.

After the order is approved by the county committee it will be posted to the conservation material record card.

d. Placement of orders.

All three copies of the order may then be given to the farmer or sent direct to the vendor, if he is known.

7. Vendor's Application for Payment.

If the vendor's name and address were not entered in Section I at the time the order was prepared, it should be entered by the vendor when the order is filled. As soon as the material authorized in Section II, Part 1, has been furnished the farmer, the vendor will enter in column (d), Part I, the quantity and unit of material furnished. The farmer and the vendor will affix their signatures

and enter the date in the spaces provided in Section III, Parts (A) and (b). The vendor's signature should be the same on all Forms ACP-128 signed by him. The vendor will detach the green copy of the form for his files and transmit the original and first copy to the county office.

8. Handling of Form ACP-128 (Revised December 22, 1944) by the County Committee After Delivery of Material.

- a. In Section II, Part 2, enter in column (d) the quantity of material furnished as shown by the vendor's entry in column (d), Part 1.
- b. In column (g), Part 2, enter the applicable amount as shown in same column in Part 1. (If the amount of material furnished differs from the amount requested and the change has the county committee's approval, a new maximum payment must be calculated and inserted in columns (f) and (g) of Part 1.)

NOTE: The county committee shall not approve a purchase order for payment unless the material furnished in filling the order meets minimum specifications.

- c. In Section III, Part C, enter the signature of a member of the county committee and the date on the lines provided therefor. Such signature will indicate that the form has been audited and approved for payment for the amount entered in column (g), Section II, Part 2.

If Form ACP-128 is timely signed by the farmer acknowledging receipt of the material which has been delivered in accordance with the approved purchase order, it will not be necessary for him to initial any prior alterations or erasures made and properly initialed by the vendor or the county committee. To be specific, any alterations or erasures in Section I and in Section II, Part 1, except the vendor's entry in column (d), must be initialed by the person who signs in Section I for the county committee, or by a member of the county committee. Changes or erasures in column (d), Section II, Part 1, must be initialed by the vendor. The farmer's signature when affixed in Section III subsequent to the time the alterations and erasures are made, and the material is delivered, will make his initials unnecessary on entries which have been altered or erased. Changes or erasures in Section II, Part 2, shall be initialed by the county committeeman who signs the purchase order in Section III.

The original Form ACP-128 shall be forwarded to the State Office on Form ACP-142, "Transmittal Sheet for Purchase Orders," together with the covering voucher, Standard Form 1034. The yellow copy of Form ACP-128 will be retained in the county office.

9. Preparation and Distribution of Form ACP-142. "Transmittal Sheet for Purchase Orders"

- a. Form ACP-142 shall be prepared in the county office and used to transmit Forms ACP-128 to the State Office. On each ACP-142 there shall be listed only Forms ACP-128 from the same vendor, for the same kind of material and for the same unit price. Unless the quantities of material delivered are very heavy, Form ACP-142 should not be prepared more frequently than each 15 days for a vendor, but as of the last day of each month Forms ACP-142 should be prepared covering all deliveries within the month not previously transmitted. Vendors should be requested to submit receipted Forms ACP-128 promptly at the close of the month.
- b. Entries in the heading of the form will be as follows:
 - (1) County - Enter the name of the county.
 - (2) Transmittal No. - Enter "1" for the first transmittal sheet. Thereafter each sheet shall be numbered consecutively for each county without regard to vendor, material, or unit price.
 - (3) Program year - Enter the current program year.
 - (4) Date prepared - Enter date form is prepared.
 - (5) Material or service - Enter the kind of material, for example, "bagged" or "bulk" followed by the name of the material requested, i.e. lime, superphosphate, borax, etc.
 - (6) Name of vendor - Address of vendor - Enter the name and business address of the local vendor (as they will appear on his voucher) who furnished the material.
 - (7) Period of delivery - Enter the dates of the delivery period covered by the Forms ACP-128.
 - (8) Price per unit - Enter the per unit cost to the Government, and the unit.
- c. Entries in the body of the form which will be taken from the individual Forms ACP-128 attached to the ACP-142 will be as follows:
 - (1) Farm Serial No. - Enter in column A the farm number.
 - (2) Name of farmer - Enter in column B the name of the farmer requesting the material.
 - (3) Quantity - Enter in column C the quantity of material furnished by the vendor.

- (4) Amount - Enter in column D the amount of the vendor's payment. This entry will be taken from column (g), Part 2, Section II of Form ACP-128.
- (5) Totals - Enter the total quantity in column C and the total amount in column D.

d. Distribution of Forms ACP-142.

The original and first two copies will be forwarded to the State Office with the related original Forms ACP-128 and the voucher, S. F. 1034. The vendor's copy of ACP-142 will be retained in the county office until the approved county office copy has been returned from the State Office, at which time it will be forwarded to the vendor.

10. Preparation and Distribution of Vendor's Voucher.

- a. Forms. S. F. 1034, supplemented by S. F. 1035, will be prepared as follows in the county office for each kind of material furnished by each vendor which the county committee has approved for payment on Forms ACP-128:

- (1) Prepare an original S. F. 1034 and three copies of S. F. 1034a, supplemented by S. F. 1035 and 1035a where necessary, by filling in only the required entries. All other spaces should be left blank. The respective entries on S. F. 1034 must be as follows:
 - (a) U. S. - Enter "Department of Agriculture" unless it is overprinted, followed by "F.S.B."
 - (b) Voucher prepared at - Enter the complete address of the county office preparing the voucher, and the date the voucher is prepared.
 - (c) To - Enter the name of the payee which shall be same as the name of vendor as shown on Forms ACP-128.
 - (d) Address - Enter the payee's address. (This must be the same as that shown on the ACP-128).
 - (e) Terms ----% Discount cash----days. - Enter the cash discount, if any, and the number of days during which it is effective.
 - (f) Date of delivery or service. Enter the dates of the delivery period covered by the Forms ACP-128.

- (g) Articles or Services. - Enter a complete description of the material furnished to agree with the description shown on attached Forms ACP-128. Enter also "See attached Forms ACP-128 for the farm serial numbers shown thereon."
- (h) Quantity - Enter the total amount expressed in cwt., tons, pounds, as the case may be, of materials furnished.
- (i) Unit price - Enter the per unit cost to the Government and unit, e.g., cwt., tons, or pounds, as the case may be.
- (j) Amount - Enter the amount claimed for the material furnished.
- (k) Total - Enter the total amount claimed for all material represented by Forms ACP-128 attached to S. F. 1034.
- (l) Payee - Enter the phrase "See attached Forms ACP-128" in the space provided in the lower part of form.

b. Distribution of S. F. 1034 and S. F. 1034a.

- (1) The county office will forward to the State Office the original S. F. 1034 and the first two copies of S. F. 1034a, together with the related original Forms ACP-128 and the original and first two copies of ACP-142. Where it is necessary to use S. F. 1035 and 1035a, a corresponding number of copies of each must be transmitted.
- (2) Retain the last memorandum copy of S. F. 1034a in the county office.

II. Quality of Material Furnished.

- a. Vendor's Certificate. Prior to or at the time of submitting the first Form ACP-128 for payment, each vendor shall file with the county committee a certificate showing the analysis or test of the material from which the purchase orders are to be filled.
 - (1) In the case of superphosphate, this certificate should show:
 - (a) Name of fertilizer (18%, 19%, 20% superphosphate).
 - (b) Name of manufacturer.
 - (c) Brand name.
 - (d) Analysis guaranteed by manufacturer.
 - (e) Vendor's name.

(2) In the case of gypsum, this certificate should show:

- (a) Name of fertilizer.
- (b) Name of manufacturer.
- (c) Brand name.
- (d) Guaranteed water soluble sulphur content.
- (e) Vendor's name.

(3) In the case of liming materials, this certificate should show:

- (a) Kind of limestone.
- (b) Calcium carbonate equivalent.
- (c) Screen analysis.
- (d) Moisture content.

(Minimum specification requirements will be established by the State Committee for items (b), (c) and (d) above, and must be consistent with the State handbook.)

- (e) Date of test.
- (f) By whom tested.
- (g) Name of quarryman.
- (h) Vendor's name.

(4) In the case of borax and special concentrates undried this certificate should show:

- (a) Name of borax.
- (b) Name of manufacturer.
- (c) Brand name, if any.
- (d) Guaranteed percent of borax.
- (e) Screen analysis.
- (f) Vendor's name.

(5) In the case of seeds, this certificate should show:

- (a) Kind of seed.
- (b) Analysis.

(Minimum purity and germination requirements will be established by the State Committee).

- (c) Date of test.
- (d) By whom tested.
- (e) Name of distributor.
- (f) Lot number.
- (g) Vendor's name.

12. Lost, Stolen or Destroyed Purchase Orders.

The county committee shall place a stop-order against any purchase order which has been stolen or lost by notifying the vendor whose name was shown on the purchase order. If the vendor from whom the farmer was to purchase the material was not known, it will be necessary to notify all dealers furnishing such material in the county that the stolen or lost purchase order is void.

Duplicate purchase orders (ACP-128) may be issued to replace any that have been stolen, lost, or destroyed. Duplicate orders shall be plainly marked "Duplicate" and a record of such orders should be maintained on Conservation Materials Record Card. County committee shall not approve for payment the original purchase order for which a duplicate order has been issued except upon surrender of the duplicate order.

- a. If upon a farmer's request a duplicate purchase order is issued to replace one that has been lost, stolen, or destroyed prior to delivery of the material, the farmer should execute the following statement:

"A purchase order (ACP-128) for _____ of _____ issued for me by the _____ County Committee has been lost, (stolen, destroyed). I hereby request a duplicate order, and if issued, agree to protect the Field Service Branch from any liability (not in excess of the value of the original order) and expense which it may incur by reason of the original order. I further agree that, if I recover possession of the original order, I will return it to the county office."

(Date)

(Signature of farmer)

If the name of the vendor was entered on the original order, he shall be notified by the county committee that a duplicate order has been issued and that he shall not deliver any material on the basis of the original order.

- b. If a duplicate order is requested and issued to replace one that has been lost, stolen or destroyed, after delivery of the material, a duplicate order may be prepared for the signature of the farmer and vendor and the vendor should execute the following statement:

"A purchase order (ACP-128) issued by the _____ County Committee for the delivery of _____ of _____ to _____ has been lost, (stolen, destroyed) after delivery of the material by me. I hereby

request that a duplicate order be prepared for execution by the farmer and myself. If such an order is prepared and executed, I agree to protect the Field Service Branch from any liability (not in excess of the value of the original order) and expense which it may incur by reason of the original order. I further agree that, if I recover possession of the original order, I will return it to the county office."

(Date)

(Signature of vendor)

(Signature and Title of Agent)

13. Transferring Material.

Where material is not used in the program year for which it was furnished and must be carried over for use under the subsequent program a debt charge against the producer shall not be raised if (1) the material is maintained in good condition, and (2) no expense to the county association is involved in transferring the material.

If the producer is unable to use the material for one or more of the following reasons and the county committee determines that the material will be properly used under the subsequent program, the material may be retained and transfer of the material to another eligible producer shall not be made:

- a. Material received too late in the program year for application in the program year. NOTE: When it can be determined that the material will arrive too late for use under the current program, county committees should complete ACP-64 or ACP-128 to show the earliest program year that the material can be most profitably used in performing a conservation practice.
- b. Where weather conditions will not permit application of the material in a manner advantageous to the operator and the Government.
- c. Where failure to apply the material is caused by circumstances beyond the control of the producer.

If the producer refuses to use the material or abandons it, arrangements shall be made to have the material transferred to another eligible producer. Such transfer should be effected without cost to the county association. Where the original producer is available he should be advised that it is to his advantage to assist in making the transfer and thereby relieve himself of possible financial responsibility and to recover from the transferee such part of his cash investment in the material as may be agreed by the transferer and transferee.

Where a transfer of material is effected without cost to the county association the difference between the cost and the credit rate for proper use of the material will not be collected. Where expense to the county association is involved in making the transfer, the transferee will be required to pay the county association the difference between the current cost of new materials and the credit value of an equivalent quantity of new material.

Where in the opinion of the county committee it is necessary for the county association to repossess material to prevent deterioration or to obtain proper use of it, the amount of damage to the material as determined by the county committee or any expense of the county association for reconditioning, repossessing and redelivery, shall be assessed against the original producer unless he satisfied the county committee that he is without fault in the matter.

Repossessed material which has deteriorated and cannot be reconditioned but which is still in usable form may be transferred. However, the transferee shall be compensated for the lower quality material by charging him only for the equivalent amount of good material and by requiring a correspondingly larger amount of such lower quality material to be used to obtain credit for a unit of good material.

The credit, deduction and, where applicable, collection rates for material transferred from one year to the next shall be the same as for the same material for the latter year.

14. Reports.

The county committee will prepare at the end of each month and submit to the State Office in duplicate, a monthly report, Form WD-71, showing the total number of orders issued to date for each material, the total quantity of each material for which purchase orders have been issued, and the total quantity of each material approved for payment. This cumulative report must reach the State Office within five days after the close of the month in order that the State Office may transmit a State Report for all counties to reach the Regional Office within ten days of the date for which it is prepared. See attached Form WD-71, County Office Monthly Purchase Order Report.

15. Samples.

Samples of the materials furnished under the Purchase Order Plan will be taken in accordance with instructions issued by the State Committee. The frequency of taking samples will be determined by the State Committee. The county committee is responsible for the successful operation of the program in the county and if it believes that the interest of the farmers and the program will be better served, it should recommend to the State Committee that more frequent samples be taken.

a. Analyzing and testing.

County committees will submit the samples as instructed by the State Committee, which will arrange for analyzing and testing.

b. Adjustments for materials deficient in quality.

County committees shall notify each vendor who is furnishing materials in the county either by letter or by furnishing a copy of the applicable regulations, that where a test or analysis of the material furnished shows that the material does not meet quality specifications such material may be rejected, or if accepted, the applicable deduction will be made from his voucher.

Section B. STATE OFFICE PROCEDURE

The State Committee will be responsible for administering the distribution of material furnished under the Purchase Order Plan, in accordance with the instructions included in Part II, Section A hereof, and the procedure in Part II, Section B hereof.

1. Materials approved for distribution under the Purchase Order Plan.

Superphosphate, liming materials, gypsum, borax and special concentrates undried, and seed of specified varieties have been approved for distribution under the Purchase Order Plan. Before other materials may be distributed under the Purchase Order Plan it will be necessary for the State Committee to request the Regional Office to have such materials placed on the approved list, and receive notification that the material has been approved.

2. Announcing the materials approved for distribution under the Purchase Order Plan.

The State Committee shall notify the county committees from time to time of the materials approved for distribution under the Purchase Order Plan, in order that the county committee can determine the need for furnishing such material in the county. If the county committee decides to distribute any of the approved materials under the Purchase Order Plan, all vendors will be contacted to determine the lowest price at which a sufficient quantity of the material may be obtained to fill anticipated requests of farmers. The county committees will recommend on Form ACP-146 a fair price for any material to be furnished in the county under the Purchase Order Plan.

3. Handling of "Fair Price Recommendations." Form ACP-146.

Upon receipt of the original and first two copies of Form ACP-146 from the county committee recommending the establishment of a fair price, the State Committee will determine a fair price and submit the "Audit Office" copy of Form ACP-146 to the Regional Office for

approval, unless the Regional Office has given the State Committee prior permission to approve fair prices in the State Office. The State Committee will be notified by letter when the fair price recommendations are approved, and the "Audit Office" copy will be retained in the Regional Office. Thereafter, the State Committee will return to the county committee the original Form ACP-146 and will retain the State Office copy.

4. Payment to vendors.

- a. The State Office will receive from the county office the original and two copies of Form ACP-142, "Transmittal Sheet for Purchase Orders," together with the original Forms ACP-128 covered by the transmittal sheet, and a voucher consisting of S. F. 1034 and two copies of S. F. 1034a, and where required, similar copies of S. F. 1035 and S. F. 1035a.
- b. The State Office will verify the ACP-142 to see that the county office entries are correct, and will complete the form by making the proper entries at the bottom of the blue (State Office) copy.
- c. The State Office will audit S. F. 1034 in accordance with procedure in WD-20 Revised, Supplement 1, Section 2, State Office Procedure for Auditing, Certifying, and Scheduling Vouchers for Conservation Materials under the Purchase Order Plan.

5. Preparation of S. F. 1064, Schedule of Disbursement.

- a. Approved vouchers should be scheduled on S. F. 1064 in accordance with WD-20 Revised July 1945, Part VI, Paragraphs A through D.

6. Sampling and analyzing material procured on purchase orders.

Each dealer must, before submitting a purchase order for payment, file with the county committee a certificate as to the quality of the material covered by the purchase orders. The penalty provisions of the Fair Price Regulations place upon administrative officials the responsibility for making determinations as to whether materials meet guarantee. The system of control must be adequate for this purpose, regardless of the general protection offered consumers by State fertilizer and seed control laws. At the same time, it is highly desirable that the facilities for administering the State fertilizer and seed laws be used to the greatest extent possible in applying the quality controls required for the Purchase Order Program.

In each State where purchase orders will be used for procuring materials the State Committee should consult with the State Commissioner of Agriculture and State Chemist, or other persons charged with administering State fertilizer and seed control laws, to arrange mutually satisfactory plans whereby the quality of the material can

be ascertained and proper records kept by the State Committee. State officials should be made aware of the desire and willingness of the FSB to develop arrangements under which State agencies will sample, analyze, and make reports concerning the quality of the material.

Where State laws provide only for registration fees, it may be necessary for the FSB to reimburse the State for the cost of services rendered. Where payment to the State fertilizer control agency is found necessary, State officials may be advised that it will be necessary to contract with them to take samples and make analyses at specified rates. In States where fertilizer laws provide for the collection of tonnage taxes, the additional revenue obtained by the State on purchase orders should amply cover sampling and analyzing the material inasmuch as the taxable tonnage would be greatly increased under the Purchase Order Plan.

The arrangements should include an understanding in regard to the frequency of sampling, which should be sufficient to meet acceptable standards and safeguard the quality of the material. The frequency and method of reporting to the State Committee should also be agreed upon.

The Regional Director should be kept periodically informed on the progress of these negotiations. Before final arrangements have been made by the State Committee, a statement of the essential provisions of the agreement should be submitted to this office.

After approval, the county committees should be notified of the plan for sampling and analyzing materials.

7. Reports.

The State Committee will prepare a monthly report, Form WD-71, showing the total numbers of orders issued for each material furnished, the total quantity of each material for which purchase orders have been issued, and the total quantity of each material approved for payment. The original and one copy of the cumulative report should reach the Regional Office by the 15th of each month.

Part 734--CONSERVATION MATERIALS AND
SERVICES PROGRAM

Fixing of Fair Prices

The regulations governing the fixing of fair prices for conservation materials and services acquired under purchase orders (9 F. R. 14709), § 734.1 issued by the Assistant War Food Administrator on December 15, 1944, are hereby completely revised to read as follows:

§ 734.1 Regulations governing the fixing of fair prices for conservation materials and services acquired under purchase orders--
(a) Delegation to the Director of the Field Service Branch. The Director of the Field Service Branch, Production and Marketing Administration, shall designate the conservation materials and services which may be furnished under purchase orders in connection with the agricultural conservation program, the persons who shall determine the fair prices, and the method of making such determination: Provided, however, That any such determination shall be made in accordance with the provisions of paragraphs (b), (c), (d), (e), and (f), hereof.

(b) Materials other than liming materials. A fair price shall be the price at which vendors in an area should be able to supply a material for local delivery under purchase orders, taking the following into consideration to the extent they can be ascertained:

(1) The prices which farmers are currently paying for the material through local supply channels,

(2) The prices at which farmers could obtain the same material through other than local channels, and

(3) The actual or estimated cost to the vendor and a reasonable margin for handling and profit.

(c) Liming materials. A fair price shall be the price at which a vendor agrees to furnish the material at a given time under a given set of conditions, providing it is not excessive in relation to:

(1) The prices which farmers are currently paying for the same or similar material under the same or similar conditions, and

(2) The prices at which farmers could obtain the same material through other than local channels, and

(3) The actual or estimated cost to the vendor and a reasonable margin for profit.

(d) Services. A fair price shall be the price at which a vendor equipped to perform a service agrees to furnish it at a given time and under a given set of conditions, providing it is not excessive in relation to:

(1) The prices which farmers are currently paying for the same or a similar service under the same or similar conditions, and

(2) The actual or estimated cost to the vendor and a reasonable margin for profit.

(e) Ceiling prices. Notwithstanding the provisions of paragraphs (b), (c), and (d) hereof, no fair price may be set which is higher than the highest ceiling price at which any vendor in the area covered is authorized to sell a material or service under the General Maximum Price Regulation or other applicable regulations issued by the Office of Price Administration.

(f) Defective material. A material shall be deemed not to have been furnished at a fair price if it is determined that the material does not meet quality specifications. At the option of the Field Service Branch such material shall be rejected, or accepted subject to a deduction equal to three times the difference between the value of the material of the quality specified and the value of the material of the quality furnished.

(55 Stat.257; 16 U. S. C. 590h (b))

Issued this 12th day of October 1945.

/Seal/ CLINTON P. ANDERSON,
Secretary of Agriculture.

/F. R. Doc. 45-18955; Filed Oct. 12, 1945; 11:10 a.m.]

PART III

CONTRACT CONSERVATION MATERIALS

Section A. COUNTY OFFICE INSTRUCTIONS FOR MATERIAL ORDERED
FOR RAIL DELIVERY

1. Use of Form ACP-64 (Revised September 1944), "Request for Conservation Material or Service."
 - a. Form ACP-64 (Revised September 1944) shall be used by farmers in filing requests for Government-owned material under the agricultural conservation program. A separate Form ACP-64 must be used for each request and for each kind of material requested.
 - b. Entries in the heading should be as follows:
 - (1) Name of applicant - Enter the name of the applicant, including given name and middle initial, if any, in an appropriate form to agree with the applicant's signature. (See c (8) below).
 - (2) State and county - Enter name of both the State and county.
 - (3) Farm No. - Enter the applicable farm serial number.
 - (4) Aaa - Make no entry in this space at this time. (This entry will be made after the related Form ACP-65 has been approved by the State Committee and returned to the county office).
 - (5) 194- - Enter the program year for which the materials are to be used.
 - (6) Payment \$ _____ Date Received _____ Initials _____
Make no entries at this time.
 - c. Entries in the body of the form should be as follows:
 - (1) Material or Service - Enter "Bagged" or "Bulk" followed by the name of the material requested, i.e., bagged 20% super-phosphate, bulk limestone, bagged borax, etc.
 - (2) Place or type of delivery - Enter the name of the railyard,
 - (3) Quantity - Enter the quantity of the material requested, expressed in terms of the unit applicable to the material (tons, pounds, etc.).

- (4) Unit cost to - Enter in the block headed "AAA" the amount per unit which FSB will pay, expressed in terms of the same unit used in describing the quantity set forth in the column headed "Quantity." This unit cost to AAA must never exceed the payment rate. It may be less, in which case there will be no cash collected from the farmer. When the cost of the material exceeds the rate of payment, enter in the block headed "Farmer" the per unit cost to be paid in cash by the farmer. This per unit cost, which will be the difference between the rate of payment and the cost of the material, must be paid to the county association before the material is delivered; except where the contract provides that the vendor must collect such difference from the farmer.
- (5) Total cost to - Enter in the block headed "AAA" the quantity times the applicable unit cost. The amount shown in the block "Total cost to the farmer" when collected, shall be entered and receipted for as provided in paragraph (9) below.
- (6) Requested delivery date - Enter the month and year in which it is most desirable that the material be delivered. Applicants must be informed that it is impossible to guarantee a specified date of delivery.
- (7) Address of applicant - Enter the full mail address of the applicant, including rural route and box number. If the applicant is to be notified of the arrival of his material, the telephone number and exchange should also be entered where possible.
- (8) Signature of applicant - Obtain the signature of the applicant which should be in the same manner prescribed in ACP-16 (Revised May 4, 1945) for the execution of ACP applications and related documents. After the applicant has signed the request, it will be initialed by the committeeman or employee to whom the request is delivered. Such initials should be in the blank space at the top of the form immediately to the left of the name of the applicant. All entries and computations on the request should then be verified by a designated county office employee, who will initial it under the word "Approved." It should be definitely determined that the applicant requesting the material is eligible to receive the quantity requested. If the county committee approves the request, one member of the committee shall affix his signature thereon in the space provided and enter the date thereof in the space provided.

- (9) Payment \$-----, Date Received-----Initials-----, Enter in the space after the word "Payment" the amount of any advance payment collected from the applicant representing the difference between the payment for quantity of material obtained and the cost of the material. Enter in the space after the words "Date Received" the date the collection is received. Enter in the space after the word "Initials" the initials of the committeeman or employee accepting the advance payment.
- (10) Quantity - Unit - Date - Signature of applicant or representative - in Section II. Entries will be made in these spaces at time of delivery of material.

NOTE: Where the amount of material actually delivered differs from the amount of material requested, necessary corrections must be made to make the quantity and type of material requested agree with the quantity and type of material actually furnished in Section I before the carbons are removed from the form. All such corrections must be initialed by the applicant. The amount delivered as entered in Section II must agree with the figures finally shown in Section I.

After the material has been delivered to the farmer or to a person whom he has authorized to receive the material in his behalf, such person shall affix his signature and the date thereof in the spaces provided. In cases where the person authorized to receipt for the material in behalf of the applicant receives the material, such person shall affix his own signature and not that of the applicant.

2. Distribution of Form ACP-64 (Revised September 1944).

All copies of the Form ACP-64 will be retained in the county office.

3. Use of Form ACP-65 (Revised September 1944), "Request for Shipment and Consignee's Delivery Summary."

- a. This form will be prepared in the county office. A separate Form ACP-65 will be prepared for each kind of material.

(1) Entries in the heading of Form ACP-65 shall be as follows:

- (a) Aaa No. - Make no entry in this space.
- (b) Program year - Enter the current program year.
- (c) State - Enter the name of the State.

- (d) County - Enter the name of the county.
- (e) Contractor - Make no entry in this space.
- (f) Type of material - Enter the name of the material, such as bagged 20% superphosphate, bulk limestone, bagged borax, etc.
- (g) Type of delivery - Enter "Rail."
- (h) Consignee - Enter the name of the person designated to receive the shipment.
- (i) Shipping point - Make no entry in this space.
- (j) Date desired - Enter date delivery of material desired.
- (k) Post office address - Enter the address of the consignee.
- (l) Contract No. - Make no entry in this space.
- (m) Bill of lading No. - Make no entry in this space.
- (n) Sheet No. - Enter the sheet number and total number of sheets in lot.
- (o) Point of delivery - Enter the name of the station or siding at which delivery is desired.
- (p) Final carrier - Enter the name of the delivering railroad (to be entered only when delivery by a particular carrier is desired because of accessibility, location of storage point, etc.)
- (2) Entries in the body of the form will not be filled in at this time.
- (3) Entries in the lower half of the form shall be as follows:
- (a) Total quantity requested - Enter the total number of tons of superphosphate, liming materials, etc., requested.
- (b) Total number of requests - Make no entry at this time.
- (c) Total value of requests - Make no entry at this time.
- (d) Report of distribution - Make no entries in any spaces of this block at this time.
- (e) For county committee - Date - The form will be signed by a county committeeman, or by an employee designated by the county committee, and dated.

4. Distribution of Form ACP-65 (Revised).

The county office will retain the last copy of the form and will forward all other copies to the State Office. That office will make certain entries and return the original and two copies to the county office for completion of the form and use in receiving shipments. After delivery has been taken the blue copy will be returned to the State Office for filing.

5. Receiving rail shipments - duties of the consignee.

As soon as a shipment is made, the shipper (contractor) will mail the original bill of lading (S. F. 1103) to the consignee named thereon. Upon notice from the freight agent of the delivering railroad of arrival of the shipment, the consignee will arrange for the shipment to be serviced. When going to the siding to receive and unload the shipment, the consignee should have (a) the original Government Bill of Lading, (b) S. F. 1107, "Temporary Receipt in Lieu of U. S. Government Bill of Lading," and (c) blank copies of Form ACP-67 Revised August 1945.

6. Completion of Government Bill of Lading.

A consignee certifies delivery on a Government bill of lading, subject to "Report of Loss, Damage, or Shrinkage" on the reverse side of the lading. The following method will be used in completing the Government bill of lading:

- a. The consignee will endeavor to secure consent of the local railroad agent to complete unloading and accounting of the contents of each car prior to surrender of the bill of lading, or
- b. The consignee will surrender the bill of lading prior to unloading, and accounting of the contents of each car, provided the local railroad agent agrees that the bill of lading will be held in his office until such unloading and accounting has been completed, or
- c. If the local railroad agent will not agree to either of the above, the consignee will issue a "Temporary Receipt in Lieu of U. S. Government Bill of Lading," complete the unloading and accounting of the contents of the car, and subsequently surrender the completed bill of lading.

In the case of any short weight, whether or not due to loss resulting from bag damage, the consignee will complete the "Consignee's Certificate of Delivery" on the face of the bill of lading, showing the exact weight delivered. Where there has been loss resulting

from bag damage, the consignee will complete the "Report of Loss, Damage, or Shrinkage" section on the reverse of the bill of lading so as to reflect all salvage costs.

Where there is no damage, but the quantity received is less than that stated on the bill of lading, a statement should be requested from the railroad agent at destination setting forth the amount of the shortage, and certifying that no transportation charge will be made for it. If this statement is secured, it will accompany Form ACP-67 to the State Office. If the statement is not received, the consignee should indicate on the ACP-67 that such statement was requested from the agent, but refused. Upon completion of the bill of lading the consignee will surrender the original to the carrier's agent. The Government through county associations will not be responsible for or pay demurrage. In the event demurrage occurs it will be necessary that the cost of such demurrage be assessed against the material and collected from farmers who received the material in direct proportion to the amount of demurrage and the amount of material received by each.

7. Certificate in lieu of lost bill of lading.

If the bill of lading is not received within a reasonable time, or proof of loss is established, a "Certificate in Lieu of Lost U. S. Government Bill of Lading," S. F. 1108, should be executed. The county office will request the State Office to issue a "Certificate in Lieu of Lost U. S. Government Bill of Lading." Upon receipt of the original "Certificate in Lieu of Lost U. S. Government Bill of Lading" in the county office, the signature of the consignee should be affixed in the space provided and the original surrendered to the delivering carrier. At the time the "Certificate in Lieu of Lost U. S. Government Bill of Lading" is surrendered to the delivering carrier the consignee should obtain the "Temporary Receipt" and destroy it. Should the original bill of lading be located after issuance of the "Certificate in Lieu of Lost U. S. Government Bill of Lading," the bill of lading should not be executed, but a notation made on the face to the effect that "Certificate in Lieu of Lost U. S. Government Bill of Lading" has been issued. The original bill should then be forwarded to Control Accounts and Audit Section, 1037 North High Street, Columbus 1, Ohio.

8. Preparation of Form ACP-67, "Receiving and Inspection Report" (Revised Aug. 1945)

Form ACP-67 will be executed fully by the consignee. If the shipment checks out accurately with the amount shown in the bill of lading, the consignee need execute only the face of the form. If, however, there is loss, damage, or shortage, all questions on the reverse of the form must be answered fully and completely. The

statements on the reverse of the form should be confined to reporting actual facts noted rather than conclusions reached from examination of the material, i.e., that there were protruding nails in the car or that the doors were not boarded up; rather than stating that damage was due to failure of the shipper to remove the nails or provide boards at the door. Statements of the consignee on bills of lading and ACP-67 are the basis upon which responsibility for the condition of shipments is made. A uniform system of determining responsibility is used, and while not a duty of the consignee, the determining items are quoted for the information of consignees in assisting them to properly prepare Forms ACP-67.

- a. Where consignee's count or weight does not agree with that shown on the bill of lading (apart from loss resulting from bag damage), responsibility for the shortage will be placed with the shipper unless (1) no seals, or broken seals, are on the car upon arrival, or (2) the numbers on the seals at destination do not agree with those which the bill of lading indicated were on the car when it left the shipping point.
- b. Responsibility for short count or weight will be placed with the carrier under conditions set forth in a (1) and a (2) above.
- c. On shipments made in open-top cars where no seals are involved, weight shortages will be the responsibility of the shipper unless a carrier's scale weight certificate is available indicating that the amount was shipped, in which case the deduction will be made from the carrier.
- d. If, upon arrival at destination, a few bags are broken in and around the doors, at the ends of the car, or on the bottom tier while the bags generally are intact and in good condition, responsibility is to be placed upon the carrier for the cost of bags and labor used for rebagging and for the material lost from broken bags which cannot be recovered.
- e. Where a substantial number of bags are broken throughout the car and the condition of the bags generally is such that others break easily upon being handled, the responsibility is to be placed with the shipper.
- f. The carrier will be responsible for freight on whatever amount of material is not accounted for at destination, except where a shortage for which the shipper is responsible results in shipment of less than that for which a minimum carload rate applies, in which case the shipper will be responsible.

9. Distribution of Form ACP-67 (Revised Aug. 1945)

All copies of Form ACP-67 will be returned to the county office by the consignee in order that the original (white), cherry, and yellow copies may be immediately forwarded to the State Office. The blue copy will be retained in the county. Form ACP-67 is the basis upon which payment of claims is made by the Government. In many cases, contractors offer discounts for payment within specified periods, and delay in transmittal of Forms ACP-67 may result in considerable monetary loss to the Government.

a. Materials delivered to producers at railsidings.

- (1) Delivery to producers. Upon notice of arrival of the shipment, producers who are to receive material from the shipment should be notified of the time at which they should call for their material. The consignee will be furnished with all three copies of ACP-64 upon which the Aaa No. Request for Shipment will have been entered from the approved copy of ACP-65 received from the State Office. The consignee will secure the signature of the producer or his representative on ACP-64, receipting for the material delivered to him. The blue copy of the receipted ACP-64 will be furnished to the producer, the yellow copy will be retained by the consignee, and the original will be returned to the county office.

The consignee will be held responsible for securing from producers receipted ACP-64s totaling the exact quantity of material for which he has receipted on the bill of lading and ACP-67. Should any bagged material remain in the car at the expiration of the free time because of failure of producers to call for it, it will be the responsibility of the consignee to arrange for satisfactory storage and secure a receipt for material so stored. Delay in the unloading of cars may cause the incurring of demurrage charges; for this reason it is important that cars be unloaded and released during the free period allowed by the railroad.

- (2) Reporting distribution to producers. As soon as the receipted ACP-64s are received in the county office, the following data for each will be entered on the copies of ACP-65 in the county office:

- (a) The units in which farmers have receipted for the material will be entered in the appropriate spaces in the headings of columns 3 and 7 of the form.
- (b) For each receipted ACP-64, enter in the appropriate spaces the farm number, name of the farmer, quantity received, and date of delivery.
- (c) In the space entitled "Total number of Requests" enter the number of receipted ACP-64s entered on the form.
- (d) Fill out the report of distribution as specified below. All entries will be for quantities of material, expressed in the same units as originally requested on ACP-65:

Report of distribution	This shipment	Month of ----19--	Cumulative to date
On hand last report	(1) XXXX---	(6) No entry	(11) Amount on hand at beginning of program year, if any.
Quantity received	(2) From ACP-67	(7) No entry	(12) Item (2) plus item (12) on most recent ACP-65 for the material and type of delivery (see note)
Previously distributed	(3) Item (4) of any ACP-65 previously forwarded for this shipment - otherwise no entry	(8) No entry	(13) Total receipts. Item (11) plus Item (12).
Distributed this report	(4) The sum of the entries in the "units" column above (in tons; cwt; for superphosphate)	(9) No entry	(14) Item (4) plus item (14) on most recent ACP-65 for the material and type of delivery
Amount on hand	(5) Amount, if any, from this shipment in storage	(10) No entry	(15) Total amount, if any, in storage.

NOTE: If there is an entry in item (3), item (2) will not be included in item (12). The blue copy of ACP-65 will then be returned to the State Office.

Section B. COUNTY OFFICE INSTRUCTIONS FOR MATERIAL ORDERED FOR
OTHER THAN RAIL DELIVERY.

1. Use of Form ACP-64 (Revised September 1944), "Request for Conservation Material or Service."

a. Form ACP-64 (Revised September 1944) shall be used by farmers in filing requests for Government-owned material under the agricultural conservation program. A separate Form ACP-64 must be used for each request and for each kind of material requested.

b. Entries in the heading should be as follows:

- (1) Name of applicant - Enter the name of the applicant, including given name and middle initial, if any, in an appropriate form to agree with the applicant's signature (see c (8) below.)
- (2) State and county - Enter the name of both the State and county.
- (3) Farm No. - Enter the applicable farm serial number.
- (4) Aaa - Make no entry in this space.
- (5) 194- Enter the program year for which the materials are to be used.
- (6) Payment \$ _____ Date Received _____ Initials _____ - Make no entry at this time.

c. Entries in the body of the form should be as follows:

- (1) Material or Service - Enter "Bagged" or "Bulk" followed by the name of the material requested, i.e., bagged 20% superphosphate, bulk limestone, bagged borax, etc.
- (2) Place or type of delivery - Enter the name or location of warehouse or plant, if applicable, and for liming material, the word "farmyard" if farmyard delivery, or "spread on field" when "spread on field" type of delivery is desired, followed by the name of the township.
- (3) Quantity - Enter the quantity of the material requested, expressed in terms of the unit applicable to the material (tons, pounds, etc.)
- (4) Unit cost to - Enter in the block headed "AAA" the amount per unit which FSB will pay, expressed in terms of the same unit used in describing the quantity set forth in the column headed "Quantity." This unit cost to FSB must never exceed the payment rate. It may be less, in which case there will be no cash collected from the farmer. When the cost of the material exceeds the rate of payment, enter in the block headed "Farmer" the per unit cost to be paid in cash by the

farmer. This per unit cost, which will be the difference between the rate of payment and the cost of the material, must be paid to the county association before the material is delivered; except where the contract provides that the vendor must collect such difference from the farmer.

- (5) Total cost to - Enter in the block headed "AAA" the quantity times the applicable unit cost. The amount shown in the block "Total cost to the Farmer" when collected, shall be entered and receipted for as provided in paragraph (9) below.
- (6) Requested delivery date - Enter the month and year in which it is most desirable that the material be delivered. Applicants must be informed that it is impossible to guarantee a specified date of delivery.
- (7) Address of applicant - Enter the full mail address of the applicant, including rural route and box number. If the applicant is to be notified of the arrival of his material, the telephone number and exchange should also be entered where possible. Where "Farmyard" or "Spread on field" delivery of a material is requested, enter the location of the farm in the space provided. (For example: Five miles northeast of Rockaway on U. S. Highway 40). Other identification as necessary should be entered on the application.
- (8) Signature of applicant - Obtain the signature of the applicant which should be in the same manner as prescribed in ACP-16 (Revised May 4, 1945) for the execution of ACP applications and related documents. After the applicant has signed the request, it will be initialed by the committeeman or employee to whom the request is delivered. Such initials should be in the blank space at the top of the form immediately to the left of the name of the applicant. All entries and computations on the request should then be verified by a designated county office employee, who will initial it under the word "Approved." It should be definitely determined that the applicant requesting the material is eligible to receive the quantity requested. If the county committee approves the request, one member of the committee shall affix his signature thereon in the space provided and enter the date thereof in the space provided.
- (9) Payment \$-----Date Received-----Initials----- Enter in the space after the word "Payment" the amount of any advance payment collected from the applicant, representing the difference between the rate of payment and the cost of the material. Enter in the space after the words "Date Received" the date the collection is received. Enter in the space after the word "Initials" the initials of the committeeman or employee accepting the advance payment.

- (10) Quantity - Unit - Date - Signature of applicant or representative -- in Section II. Entries will be made in these spaces at time of delivery of material.

NOTE: Where the amount of material actually delivered differs from the amount of material requested, necessary corrections must be made to make the quantity and type of material requested agree with the quantity and type of material actually furnished in Section I before the carbons are removed from the form. All such corrections must be initialed by the applicant. The amount delivered as entered in Section II must agree with the figures finally shown in Section I.

After the material has been delivered to the farmer he shall affix his signature and the date thereof in the space provided. In cases where the person is authorized by the producer, whose name appears on Form ACP-64 (Revised), such person shall sign for the producer and affix his signature immediately after and show the representative capacity in which he is acting. The term "agent" is acceptable.

2. Distribution of Form ACP-64 (Revised September 1944)

The complete set of Forms ACP-64 will be forwarded to the State Office with Form ACP-65 for placement of the order with a contractor. The State Office will forward Form ACP-64 to the contractor. At the time of delivery the contractor will secure the signature of the farmer, in Section II, and complete all other required entries in Section II. The contractor will then give the blue copy to the farmer, retaining the yellow copy and the original. The contractor will forward the original to the county office, together with the original ACP-65, ACP-68-B and S. F. 1034 twice a month for payment.

3. Use of Form ACP-65 (Revised September 1944), "Request for Shipment and Consignee's Delivery Summary."

- a. A separate Form ACP-65 shall be prepared for each kind of material.

Entries in the heading of the form shall be as follows:

- (1) Aaa No. - Make no entry in this space.
- (2) Program year - Enter the current program year.
- (3) State - Enter the name of the State.
- (4) County - Enter the name of the county.
- (5) Type of material - Enter the name of the material, such as bagged 20% superphosphate, bulk limestone, bagged borax, etc.

- (6) Type of delivery - Enter "Truck" etc.
- (7) Date desired - Enter the date desired.
- (8) Sheet No. - Enter the sheet number.
- (9) Point of delivery - Enter the place of delivery, such as farmyard, stockpile, etc.

b. Entries in the body of the form will be as follows:

- (1) In columns (1) and (5) - Farm No. - Enter the applicable farm serial number. (Taken from ACP-64)
- (2) In columns (2) and (6) - Name of Farmer - Enter name of the farmer requesting the material. (Taken from ACP-64)
- (3) In columns (3) and (7) - Requested--Unit-- Enter the appropriate unit for the material. (Taken from ACP-64)
- (4) In columns (4) and (8) - Date Delivered - Make no entries. These entries will be completed by the contractor making delivery.
- (5) Total quantity requested - Enter the totals of the entries in columns (3) and (7).
- (6) Total number of requests - Enter the number of requests listed.
- (7) For county committee - The form will be signed by a county committeeman, or by an employee designated by the county committee, and dated. NOTE: If more than one sheet is used for a given kind of material the entries for 5, 6 and 7 above shall be made on the last sheet for the totals of all sheets.)

4. Distribution of Forms ACP-65 (Revised)

The original and two copies (blue and yellow) will be forwarded to the State Office, together with the related ACP-64s (Revised) for placement of the order with a contractor. The last (green) copy will be retained in the county office. After making delivery, the contractor will return the original ACP-65 to the county office, with the original ACP-64, ACP-68-B and S. F. 1034.

5. Use of Form ACP-68-B, "Contractor's Delivery Summary."

Form ACP-68-B is the contractor's invoice for use in claiming payment when delivery is made by other than rail, i.e., at plant, stockpile, or farmyard. The form is prepared by the contractor the 1st and 15th of each month. The contractor will enter the kind of material, the contract number, the State and county. Entries in columns (1) through (11) will be as indicated on the form. The form will be signed by the contractor with his name and address, and the date. The contractor will then transmit to the county office the original and the first two copies of the ACP-68-B, together with an original and a memorandum copy of S. F. 1034 and S. F. 1034a, and the original receipted copies of ACP-64s listed as delivered during the period covered by the summary. The last copy (pink) will be retained by the contractor.

6. Review of Form ACP-68-B in the county office.

- a. Each receipted ACP-64 will be checked to see that it has been properly signed by the applicant or for him by his representative, and that the quantity of material receipted for agrees with that requested. In case a claim is made for material which the contractor states has been properly delivered to the farm in accordance with the contract, but which producer refuses to sign, and as a consequence ACP-64 is unsigned, the county committee will investigate the case. If it is determined that delivery has been made in accordance with the conditions specified in the related contract, the claim may be approved.
- b. On the related county office copy of ACP-65 a check mark will be placed opposite the amount of material requested for each producer for whom a receipted ACP-64 is received.
- c. Form ACP-68-B will be checked against the related ACP-64s to determine that the entries on ACP-68-B agree with those on ACP-64.
- d. If found correct, and properly supported by the receipted ACP-64s, the ACP-68-B will be approved by a member of the county committee or a designated county office employee whose signature and the date of approval will be entered on the form in the space provided. If discrepancies are found, all copies of the ACP-68-B and the related voucher forms should be returned to the contractor for correction.

7. Disposition of contractor's forms.

Upon approval of Form ACP-68-B, the original and the copy marked "State Office Copy" and the voucher forms (S. F. 1034 and S. F. 1034a) should be forwarded to the State Office. The blue copy will be retained in the county office.

Section C. STATE OFFICE PROCEDURE FOR MATERIAL ORDERED FOR
RAIL DELIVERY.

1. Form ACP-65 (Revised September 1944) will be received from the county office in an original and two copies. It will be verified to see that the proper entries have been made.

a. Entries will then be made as follows:

- (1) Aaa No. - Enter the Aaa No. which will be assigned to the ACP-65. This number will be secured from a register of Aaa request for Shipment numbers which will be kept in numerical sequence, beginning with one, preceded by the State code number.
- (2) Contractor - Enter the name of the contractor.
- (3) Shipping point - Enter the shipping point.
- (4) Contract No. - Enter the contract number.
- (5) Bill of Lading No. - Enter the Government bill of lading number.

b. Entries in the body of the form will not be filled in at this time.

c. Entries in the bottom of the form will be as follows:

- (1) Approved: For State Committee - Date - Approval of request will be indicated by the signature of a member of the State Committee or an authorized representative in the appropriate space. The date of approval by the State Committee will also be entered in the appropriate space.

2. Distribution of Form ACP-65 (Revised)

The original and two copies will be returned to the county office. After shipment has been received and distributed in the county, and the county office has completed filling in the entries in the body of the form and the "Report of Distribution," the blue copy will be reforwarded to the State Office for filing. If the "Report of Distribution" shows that some of the material has not been distributed to farmers, a subsequent report on a new set of Forms ACP-65 (Revised) will be prepared to report the distribution of the remainder of material. The total of the distribution report will be carried forward to the new ACP-65. All entries in the heading of the original ACP-65 will be copied on the new ACP-65.

3. Preparation of Form ACP-130, "Request for Shipment."

- a. Form ACP-130 will be prepared in the State Office for use in placing requests for rail shipments. The form is sent to the shipper (contractor) with copies of the bills of lading. Orders placed against each contract for the same or similar types of delivery may be listed on one ACP-130. The accompanying Government bills of lading will provide the necessary detailed delivery instructions for individual orders to be shipped by rail.
- b. Entries on ACP-130 will be as follows:
 - (1) Program - Enter the applicable program year.
 - (2) State Office - Enter the name of the State Office.
 - (3) Date - Enter date of preparation.
 - (4) To: - Enter name of contractor and address from whom shipments are to be made.
 - (5) You are requested to furnish - Enter the type of material, such as bagged 20% superphosphate, bagged borax, etc.
 - (6) For - Enter name of State.
 - (7) Contract No. Als-- Enter the contract number.
- c. Entries in the 1st, 2nd, 3rd, 4th and 7th columns will be taken from the related ACP-65s; entries in the 5th and 6th columns will be taken from the accompanying bills of lading. The requests should be listed in sequence of Aaa numbers.
- d. Entries at the bottom of the form will be as follows:

Approved: Approval of the request for shipment will be indicated by the signature and title of the issuing officer.

The original ACP-130 will be removed, and sheet totals and cumulative totals will be entered for the "tons" column of the remaining copies.

4. Distribution of Form ACP-130. "Request for Shipment."

- a. The original, together with the related bills of lading, will be forwarded to the contractor.
- b. The yellow copy will be retained in the State Office.

- c. The blue copy will be forwarded to the Conservation Materials Unit, Western Region, FSB, Washington 25, D. C.
- d. The pink copy will be furnished the Audit Section of the State Office.

In case an order that has been placed with a contractor is for any reason to be canceled wholly or in part, Form ACP-130 should be used for this purpose with appropriate changes in the instructions to the contractor to show that cancellation is desired. The same details with reference to the shipment as are shown on ACP-130 placing the request should be given. Distribution of copies of the form should be the same when used for cancellation as for making original requests.

5. Preparation of Standard Form No. 1103, "U. S. Government Bill of Lading."

S. F. 1103 will be partially prepared in the State Office and must be used when material purchased under contract is to be shipped by rail. A Government bill of lading will be prepared authorizing movement of the material from the point of purchase under the contract to the destination and consignee specified on ACP-65. The information on this form will provide the contractor with detailed instructions concerning movement of the shipment. The Government bill of lading consists of five parts, as follows:

- a. The original, S. F. 1103.
- b. The shipping order, S. F. 1104.
- c. The original freight waybill, S. F. 1105.
- d. The carrier's copy of freight waybill, S. F. 1106.
- e. Five memorandum copies, S. F. 1103a.
- f. Entries will be made by the State Office on the bill of lading as follows:
 - (1) Date B/L issued: - Enter the date the bill of lading is prepared.
 - (2) From (Shipping Point) - Enter the point from which the material is to be shipped as shown in the contract.
 - (3) From (Full name of shipper) - Enter the full name of the contractor (consignor).
 - (4) Charges to be billed to - This has been overprinted.

- (5) Appropriation chargeable - Enter the applicable appropriation and allotment symbols and Aaa No. (Take Aaa No. from ACP-65).
 - (6) Issuing Office - Enter the name of the State Office and the address.
 - (7) Name and title of issuing officer - Enter the name and the title of the officer who issues the bill of lading.
 - (8) Consignee - Enter the name and Post Office address of the person to whom the shipment is consigned. (This will be taken from the ACP-65).
 - (9) Destination - Enter the name of city or town and State in which delivery is desired.
 - (10) Via - Enter the words "Forward via the most direct route." Delivering carrier is to be designated only when more than one carrier serves the destination and shipment is to be consigned to a point located on a siding to which only one carrier can offer delivery.
 - (11) In the box entitled "Certificate of Issuing Officer" the following entries should be made:
 - (a) Contract No. - Enter contract number.
 - (b) Date - Enter date of certification.
 - (c) F. O. B. Point named in contract - Enter the contractor's shipping point as named in the contract.
 - (d) Signature of issuing officer - The issuing officer should enter his signature in the space provided.
6. Distribution of Standard Form No. 1103, "U. S. Government Bill of Lading."

The State Office will retain the last memorandum copy and will forward all other copies to the contractor with Form ACP-130. The contractor will distribute the copies as follows:

- a. The original bill of lading shall be forwarded at once to the consignee.
- b. The shipping order (Form 1104), the original freight waybill (Form 1105), and carrier's copy of freight waybill (Form 1106) shall be surrendered to the agent of the initial carrier at the time the shipment is accepted and bill of lading is receipted by its agent.

- c. The first yellow copy of the bill of lading shall be returned immediately to the issuing State Office.
 - d. The second yellow copy shall be forwarded on the day of shipment to Control Accounts and Audit Section, Field Service Branch, Production and Marketing Administration, 1037 North High Street, Columbus 1, Ohio, with an estimate of freight charges from the shipping point to the final destination recorded thereon.
 - e. The third yellow copy will be sent to the consignee.
 - f. The fourth yellow copy will be retained by the shipper.
7. Certificate in lieu of lost bill of lading.

Upon request by the county office the State Office will issue a "Certificate in Lieu of Lost U. S. Government Bill of Lading," consisting of an original, S. F. 1108, and two memorandum copies, S. F. 1108a. The original will be executed by the issuing office and forwarded to the applicable county office or consignee. The first memorandum copy will be immediately forwarded to Control Accounts and Audit Section, 1037 North High Street, Columbus 1, Ohio. The second memorandum copy will be retained for the files of the State Office.

8. Handling of Form ACP-67 (Revised Aug. 1945) in the State Office.

Upon receipt of the original and two copies of Form ACP-67 from the county office acknowledging receipt of material, the State Office shall check the form to see that the total amount of material, including loss, damage, or shortage reported on Form ACP-67, agrees with the total amount requested on the corresponding Form ACP-130, "Request for Shipment."

9. Distribution of Form ACP-67 (Revised Aug. 1945)

- a. Where Form ACP-67 shows loss, damage, or shortage:

- (1) Forward the original to Control Accounts and Audit Section (together with Difference Statement). (See WD-20 Revised July 1945, Section V, A, b, and C, 4.)
- (2) Forward the pink copy to the D. C. office of Western Region.
- (3) Retain the yellow copy for your files.

- b. Where Form ACP-67 shows no loss, damage, or shortage:

- (1) Forward the pink copy to the D. C. office of Western Region.
- (2) Retain extra copies for your files.

Section D. STATE OFFICE PROCEDURE FOR MATERIAL ORDERED FOR
OTHER THAN RAIL DELIVERY.

1. The complete set of Forms ACP-64 (Revised September 1944) will be received from the county office, together with the related Form ACP-65, for placement with a contractor. In the proper space enter the Aaa No. This number will correspond with the Aaa number which the State Office will enter on the related Form ACP-65.

2. Distribution of Forms ACP-64 (Revised September 1944)

The complete set of Forms ACP-64 is forwarded to the contractor. After delivery of the material, the contractor will give the blue copy to the farmer, retain the yellow copy and the original. The original will be forwarded to the county office, together with the original ACP-65, ACP-68-B and S. F. 1034 twice a month for payment.

3. Handling of Form ACP-65 (Revised) in the State Office.

- a. When Form ACP-65 Revised is received in the State Office it will be verified to see that the proper entries have been made.

- b. Entries will then be made as follows:

- (1) Aaa No. - Enter the Aaa No. which will be assigned to the ACP-65 (Revised). This number will be secured from a register of Aaa Request for Shipment numbers which will be kept in numerical sequence, beginning with one, preceded by the State code number.

- (2) Contractor - Enter the name of the contractor.

- (3) Shipping point - Enter the address of the contractor.

- (4) Contract No. - Enter the contract number.

- c. Entries in the bottom of the form will be as follows:

- (1) Approved: For State Committee - Date - Approval of request will be indicated by the signature of a member of the State Committee or an authorized representative in the appropriate space. The date of approval by the State Committee will also be entered in the appropriate space.

4. Distribution of Form ACP-65 (Revised).

The original and first copy (blue) will be forwarded to the local contractor with the related ACP-64s shown in the body of the form. The yellow copy will be retained in the State Office.

5. Handling of Form ACP-68-B. "Contractor's Delivery Summary"
in State Office.

The State Office will receive the original Form ACP-68-B and the copy marked "State Office Copy," together with S. F. 1034 and S. F. 1034a. A designated employee of the State Office will audit the Form ACP-68-B and if found to be correct, will approve it for payment. Such approval will be indicated by the signature of the employee in the space for "Approved For State Committee," with the date of the signature in the space provided. The Form ACP-68-B, together with the related original voucher, should then be scheduled for payment in accordance with instructions outlined in WD-20 Revised July 1945 and forwarded to the Regional Disbursing Office for payment.

PART IV

SAMPLING AND ANALYZING CONSERVATION MATERIALS

Section A. COUNTY OFFICE INSTRUCTIONS.

1. Shipments to be sampled.

- a. Rail shipments specified by the State Office.
- b. Plant and farm deliveries of liming materials for which three samples should be taken each month. One sample should be submitted immediately to the State Office and the other two samples should be retained in the county office and will not be submitted to the State Office except on its request. In the event the analysis shows substandard material, the State Office will request the county office to submit the other two samples.
- c. Superphosphate acquired under purchase orders. Secure two samples of each grade of each brand of superphosphate delivered on purchase orders as soon as possible after the first order for that kind of material has been delivered. Two additional samples should be taken for each 200 tons of each grade of material furnished. If less than 200 tons of a particular grade and brand are furnished, at least two additional samples should be taken during the program year.

2. Methods of sampling.

- a. For superphosphate. Each sample shall consist of at least one pound of the material and will be taken in a manner which will insure a representative sample of the material furnished. Take samples from not less than 10 percent of the bags present unless this process necessitates samples from more than 20 bags,

in which case take a sample from one bag for each additional ton represented. If less than 100 bags, sample not less than 10 bags; if less than 10 bags, sample all bags. Thoroughly mix the portions taken on a clean oilcloth or paper, reduce by quartering to the quantity of sample required, and place in an air-tight container.

- b. For liming materials. At least two pounds of material will be obtained in a manner which will insure a representative sample of the material furnished. Take samples from 10 points in the lot or shipment, mix thoroughly and rapidly on heavy sized paper or oilcloth, quarter down to a 2-pound sample, and place in a properly labeled, dry, air-tight container.

All samples taken should be properly labeled to show the name of State and county, the name of supplier (for purchase order superphosphate include grade and brand of material), contract number (if purchase order material enter words "Purchase Order"), Aaa number of rail shipment from which drawn or farm serial number in case of purchase order material, the name of the person taking sample, the location at which the sample was taken, and the date on which sample was taken. Samples should be submitted promptly to the State Office for analysis.

3. Preparation of Form ACP-133 (Revised May 4, 1945), "Conservation Materials Analysis Report."

A Form ACP-133 shall be prepared for each sample. The second line in the heading shall show:

- a. The names of the vendor and manufacturer or distributor in the space for "Contractor."
- b. The words "Purchase Order" if applicable, or the Contract Number, in the space for "Contract No."
- c. The State and county code and farm serial number in the space for "Aaa No."

Section B. STATE OFFICE PROCEDURE

1. Designation of rail shipments to be sampled.

The State Office will designate rail shipments to be sampled by appropriate notation to or placed on the approved copy of ACP-65 returned to the county office.

- a. Superphosphate. Samples shall be taken from the first carload from each plant from which material is allocated to the State, at the car's destination. In the event shipments continue

over periods longer than a month, a sample will be taken each month from materials shipped from each plant supplying the State. A minimum of one sample from every 10 carloads should be taken.

- b. Liming materials. At least three samples shall be taken at destination each month from material furnished by each dealer. For liming materials transported by truck, samples may be taken at the plant or at destination.

2. Submission of samples and reports of analyses.

Samples received from the county committee will be submitted by the State Office to the Regional Office, except in cases where arrangements have been made for sample analysis within the State.

All superphosphate samples taken will be submitted.

For liming materials one sample of material delivered from each plant, each month will be submitted for analysis. The two extra samples will be retained by the county office pending result of analysis. If the analysis shows substandard material, the county office will be requested to submit the two extra samples which will then be forwarded for analysis.

Results of analyses of superphosphate and lime will be returned to the State Office in duplicate. The State Office will retain one and forward the other to the county office.

3. Notification to the State Office on substandard materials. The Regional Office will notify the State Office of the result of analysis showing that substandard material has been received under the contract.

4. Determination of extent of adjustments for superphosphate and liming materials.

- a. For superphosphate. Forms ACP-133 returned from the Regional Office will be marked "Deductions recommended for this and other cars represented by this analysis."

Each analysis shall be considered as representative of the carload sampled, and also representative of the cars received between the last satisfactory material tested and the car in which the substandard material was received. The tonnage received in the latter shipments will be considered to be substandard.

Deductions recommended will be on the following basis:

- (1) 18%, 19% and 20% superphosphate shall be considered up to standard if analyses do not show it to run under 17.9%, 18.85% and 19.8%, respectively. However, when deductions are calculated, they shall reflect the relation between analysis and guarantee without taking tolerances into consideration.
 - (2) The advantage of these tolerances shall be granted only if an individual producer's material does not fall between the tolerance and guarantee on more than three consecutive samples. If more than three consecutive samples do fall below the minimum guarantee, deductions will be made against the cars represented as provided above.
 - (3) Individual, isolated cases of analyses below tolerance levels will not be cause for deduction without calling for additional samples of the lots involved.
- b. For lining materials. The determination as to whether lining materials meet specifications will be made by the Regional Office each month, except that during seasons when deliveries are light, determination may be made on the basis of a two-month period.

Determination that material is substandard will not be made on the basis of a single sample but when this occurs additional samples of material delivered during the period will be analyzed.

When at least one of the additional samples analyzed shows chemical analysis below specifications, all analyses for the period will be averaged and the result considered representative of the period covered.

Before determining that representative material delivered fails to meet specifications with respect to screen analysis, at least half of the samples analyzed must show substandard material.

In averaging analyses, all samples running above specifications will be considered as having only met specifications.

The tonnage which will be reported as substandard material will be that delivered during the month(or two-month period, as the case may be) by the contractor from the plant concerned.

5. Checking quality of material furnished under Purchase Order Plan.

- a. Frequency of sampling. Secure from the county committee one sample of each grade of each brand of superphosphate during the first month for which any material is furnished under purchase orders.

Secure one additional sample for each 200 tons of material of each grade and brand furnished in the county.

If less than 200 tons of a particular grade and brand of material are furnished in a county, at least one additional sample will be secured.

When notification is received that a sample analysis shows substandard material, the State Office should direct the county committee to send in all other samples of the same grade and brand sold in the county and these should be forwarded to the Regional Office or other approved testing facilities.

If one of the additional samples taken and submitted shows substandard material, the State Office upon receipt of notice should:

- (1) Notify the county committee of the county in which the sample was taken to take three additional samples from material of the same grade and brand furnished in the county.
- (2) Notify all county committees in the State to take at least one sample from material of the same grade and brand if the material in question is being furnished in the county.

6. Deductions for substandard material.

Voucher deductions for substandard material will be made in accordance with the procedure set forth in WD-20 Revised April 1946. The amount of deductions will be three times the difference between the value of the material (based on amount paid per unit by FSB) of the quality specified and of the quality of material furnished.

/s/ G. F. Geissler

Director, Western Region
Field Service Branch

Sheet No. _____

COUNTY OFFICE MONTHLY REPORT

PURCHASE ORDER PLAN

(County)

Period Ending

[illegible]